

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
July 21, 2015
6:30 p.m. Regular Business Meeting**

1. 6:30 P.M. BOARD OF EDUCATION REGULAR SESSION CALL TO ORDER AND ROLL CALL

The Board of Education of Independent School District No. 16 of Payne County, Oklahoma, met in regular session at the Stillwater Public Schools Administration Building, 314 S. Lewis, on the twenty-first day of July, 2015. Board President, ERIC GUDGEL, called the meeting to order at 6:32 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Eric Gudgel	President
Debra Vincent	Vice President
Kevin Clark	Member
Dr. Camille DeYong	Member

BOARD MEMBERS ABSENT:

Dr. Bob Graalman	Member
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STAFF AND PARTICIPANTS PRESENT:

Dr. Gay Washington	Interim Superintendent
Dr. Terry McCarty	Assistant Superintendent
Phillip Storm	Chief Financial Officer/Treasurer
Dr. Mike Shanahan	Human Resources Director
Annette Jones	Board Clerk
John Anders	Facilities Director

2. PLEDGE OF ALLEGIANCE

Board members, staff and participants recited the Pledge of Allegiance to the American flag.

3. PREVIEW/APPROVAL OF AGENDA

Motion by CLARK, second by VINCENT, to approve the agenda as presented. The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

4. COMMUNICATIONS/PUBLIC INTEREST

A. Interim Superintendent's Report

The following was reported by INTERIM SUPERINTENDENT WASHINGTON.

Susan Weaver has been selected as a finalist for state recognition for Oklahoma Teacher of the Year. She is one of twelve candidates and we are very proud of her. The 2016 Oklahoma Teacher of the Year will be announced in a ceremony at the state fairgrounds in Oklahoma City on August 25.

Congratulations to the following middle school students who placed in the TSA Nationals in Dallas:

- Kate Reynolds who made the top 12 in electrical applications, and
- Madison Zweiacker and Sarah Skillings who placed 10th in the construction challenge.

These students competed with over 5000 other students. Congratulations to Becky Hammack and her students.

School Nutrition Director, Krista Neal wrote an article published in the CN Executive Update – a quarterly publication on the latest topics, products, and developments within the school foodservice industry. The article, entitled “*A High-tech Tool for School Foodservice*” is about SPS's use of technology in the nutrition program.

Our Stillwater Public Education Foundation, headed by Ms. Jenifer Bartley, was recently recognized by the Oklahoma Foundation for Excellence for the Tech 2 Teach Campaign. Stillwater was one of four local education foundation programs selected for the 2015 Outstanding Program award. Beginning in 2013, SPEF has provided districtwide 121 document cameras, 12 cameras, 157 Google Chromebooks and 8 charge carts.

It is hard to believe that it is almost time to begin another school year. We have been busy putting the very best staff together for Stillwater Public Schools. We have three new leaders in our district:

- Laura Gordon, Highland Park Principal and Rebecca Dyson, Assistant Principal working with Mrs. Gordon
- Dane Sallaska, Assistant Principal with Mr. Nelson at Westwood Elementary

The renovations at the high school are nearing completion. I would like to thank the staff at the high school for their support and understanding through this renovation process. It is so nice to be able to accommodate all of our staff, students and guests with these additions.

I would like to express my gratitude to Dr. McCarty, Mr. Gordon, and Coach Barnard as they work through the high school athletics situation with our football team, as they are making sure that our athletes are supported and that services are in place and policies are followed. Thank you to our parents for their support received in this matter.

I get very excited about the possibilities that a new school year has to offer. Student enrollment packet, calendar and transportation information can all be found on the district website. Parents who have enrollment questions are encouraged to contact their school or the administration building for further information.

B. Public Comments

There were no public comments.

C. Board Communications

The following comments were mentioned:

- Congratulations to our new administrators, looking forward to them being part of the leadership team
- Thank you to teachers who have been working hard over the summer getting ready for a new school year
- Recognition of Mark Thomas recently named outstanding mathematics teacher from the National Science Foundation

D. Superintendent Search Update

PRESIDENT GUDGEL stated that he has met with Stephanie Hyder from the Oklahoma State School Boards Association. The following timeline is a goal for the superintendent search:

Mid August 2015 to mid September 2015:

- School board conduct community forums with all staff and community. A link will be made available on the website for input.

October 2015 to mid November 2015:

- Post position for approximately six weeks.

November 2015 to December 2015:

- Board will review applicants.

January 2016 to February 2016:

- Board will interview candidates.

March 2016

- Board complete search and approve candidate.

5. CONSENT AGENDA

All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:

- A. Minutes of June 3, 2015, 5:30 p.m. Special Meeting** – Approved
- B. Minutes of June 9, 2015, 6:30 p.m. Regular Meeting** – Approved
- C. Minutes of June 15, 2015, 6:30 p.m. Special Meeting** – Approved
- D. Transfer and Summary of Activity Account Funds** – Approved
- E. Activity Account Fundraising Projects** – Approved
- F. Renewal of Existing or Revised Contracts for FY 2015-16:** – Approved
 - 1) **Matt Devlin, P.C.** (*Legal Services*)
 - 2) **CCOSA** (*Legal Services*)
- G. Educational Services Contracts for FY 2015-16:** – Approved
 - 1) **Total Health and OSU** (*Therapeutic Swim Program*)
 - 2) **Kari Fields** (*Physical Therapy Services*)
 - 3) **University of Oklahoma Health Science Center** (*Physical Therapy Services*)
 - 4) **Edwin Fair** (*Counseling Services*)
 - 5) **Payne County Youth Services** (*Counseling Services*)
 - 6) **Oklahoma Department of Rehabilitation Services** (*Transition Work Study*)
 - 7) **New View Oklahoma** (*Orientation and Mobility Services*)
 - 8) **New View Oklahoma** (*Visually Impaired Services*)
 - 9) **Today's Therapy Solutions** (*Occupational Therapy Services*)
 - 10) **Oklahoma State University** (*Writing Project Agreement*)
 - 11) **Computer Automation Systems, Inc.** (*School Medicaid Program Agreement*)
- H. Designation of Chief Financial Officer Phillip Storm as Purchasing Agent for Stillwater Independent School District, Authorized Representative for all Federal Programs including E-Rate and Child Nutrition, and Designated Custodian for the General Fund, Building Fund, Child Nutrition Fund, Bond Fund, Activity Fund, all Federal Programs including E-Rate, all State Programs, and all other School Programs and Activities not listed for the 2015-2016 Fiscal Year** – Approved
- I. Out-of-State Travel Applications:** – Approved
 - 1) **SHS Wrestling Traveling to Kansas City, MO on December 18-20, 2015**
 - 2) **SMS Technology Student Association Traveling to Dallas, TX on June 28-July 2, 2015**
 - 3) **SHS Football Traveling to Springdale, AR on July 9-11, 2015**
- J. Sanctioning of Organizations Requesting Exemption from Statutory Controls and Board Policies and Procedures for Fiscal Year 2015-2016:** – Approved
 - 1) **Fairway Club**
 - 2) **Highland Park Elementary PTA**
 - 3) **Pioneer Booster Club**
 - 4) **Pioneer Tennis Booster Club**
 - 5) **Richmond Elementary PTO**
 - 6) **Sangre Ridge Elementary PTA**
 - 7) **Skyline Elementary PTA**
 - 8) **Stillwater Boys Tipoff Club**
 - 9) **Stillwater Dugout Club**
 - 10) **Stillwater High School Cheer Boosters**
 - 11) **Stillwater High School PTA**
 - 12) **Pioneer High School S.A.F.E.**
 - 13) **Stillwater High School Soccer Booster Club**
 - 14) **Stillwater High School Softball Booster**
 - 15) **Stillwater High School Track Booster Club**
 - 16) **Stillwater High School Varsity Pom Boosters**
 - 17) **Stillwater High School Volleyball Boosters**
 - 18) **Stillwater Junior High PTA**
 - 19) **Stillwater Lady Tipoff Club**
 - 20) **Stillwater Livestock Booster Club**
 - 21) ~~Stillwater Middle School PTA~~ (Tabled item)
 - 22) **Stillwater Parent Committee for Indian Education**
 - 23) **Stillwater Pioneer Band Boosters**

- 24) Stillwater PTA Council**
- 25) Stillwater Touchdown Club**
- 26) Westwood Elementary PTA**
- 27) Will Rogers Elementary PTA**

KEVIN CLARK requested pulling 5I for separate consideration. Mr. Clark stated that he is concerned that since two of the out-of-state trips listed on the agenda have already taken place that the administration is not following policy set by the Board of Education. He asked Dr. Washington to let administrators know that they should familiarize themselves with the policies that are related to their job assignments.

CAMILLE DEYONG requested pulling item 5J(21) for separate consideration. Dr. DeYong has concerns with the language in the application for sanctioning from the Middle School PTA, specifically under the purpose, goals and organizational structure section. She has asked that it be reviewed and resubmitted for approval.

Motion by CLARK, second by VINCENT, to approve Consent Agenda excluding items 5I and 5J(21). The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

Motion by CLARK, second by DEYONG, to approve Consent Agenda item 5I. The motion carried (4 – 0) with the following votes: Clark – yes, DeYong – yes, Vincent – yes, Gudgel – yes.

Motion by DEYONG, second by CLARK, to table item 5J(21). The motion carried (4 – 0) with the following votes: DeYong – yes, Clark – yes, Vincent – yes, Gudgel – yes.

6. OPERATIONS

A. Consider and Vote to Approve the Construction of an Outdoor Storage Shed at Sangre Ridge Elementary

JOHN ANDERS reported that the Sangre Ridge PTA is seeking approval to replace a worn storage shed with a new 12' x 16' storage shed. The larger storage shed will be used to store materials used for PTA-sponsored activities such as running club, gardening tools, water hoses, Outdoor Day items, butterfly nets, and others.

The replacement shed will be built in the same area where the existing shed now stands. The new shed will be built on a footing/concrete slab foundation, featuring a wood frame with a pitched asphalt shingle roof. The Sangre PTA is bearing the entire cost of the project and will use a combination of professional and volunteer labor to complete.

Motion by DEYONG, second by VINCENT, to approve the construction of an outdoor storage shed donated by the Sangre Ridge PTA at Sangre Ridge Elementary. The motion carried (4 – 0) with the following votes: DeYong – yes, Vincent – yes, Clark – yes, Gudgel – yes.

B. Consider and Vote to Approve the Construction of an Outdoor Shade Structure at Westwood Elementary

JOHN ANDERS stated that the Westwood PTA is proposing to construct a shade structure on the front playground, similar to, but smaller than, the shade structure built on the back playground several years ago. The design of the structure consists of a steel frame, metal roof, and will be open on all sides. The floor of the shade structure will be built using Trex, a composite material resembling wood decking and will be ADA compliant. The Westwood PTA is bearing the entire cost of this project.

Motion by VINCENT, second by DEYONG, to approve the construction of an outdoor shade structure donated by the Westwood Elementary PTA at Westwood Elementary School. The motion carried (4 – 0) with the following votes: Vincent – yes, DeYong – yes, Clark – yes, Gudgel – yes.

C. Consider and Vote to Approve Expanded Membership to the Long Range Facilities Committee and Consider Charge to the Committee

TERRY MCCARTY stated that the purpose of this item is to include Kevin Clark as a member of the Long Range Facilities Committee for a two year period.

Motion by VINCENT, second by DEYONG, to approve the addition of Kevin Clark to the membership of the Long Range Facilities Committee for a two year period. The motion carried (4 – 0) with the following votes: Vincent – yes, DeYong – yes, Clark – yes, Gudgel – yes.

D. Receive Long Range Facilities Committee Update

TERRY MCCARTY reported that the Long Range Facilities Planning Committee has been meeting over the past few months. The committee was established last August 2014 with a few membership additions over the past few months. The purpose of the committee is to study district facilities and make recommendations to the Board of Education for a future bond election.

In January thru June the committee toured all district properties looking specifically at the structural conditions, capacity, safety and security, and the needs and wants. The committee is discussing the grade reconfiguration as it relates to the enrollment levels at the grade schools and the enrollment capacity at the high school. They are also discussing ideas for a new Westwood Elementary.

A motion was made and seconded and passed to recommend to the Board of Education to cancel the current grade reconfiguration plan.

Selser Schaefer Architects were represented at the last meeting by Mr. Bob Schaefer and Mr. Bret Pfeifer. If approved by the Board of Education, two plans will be submitted by the architects. One will be a Master Plan concerning all sites and their needs, and the other will address a plan for a new Westwood Elementary.

CAMILLE DEYONG had questions about how the decision by the board to move forward with the grade reconfiguration, and the closing of RECC, affected the overcrowding at the elementary sites. GAY WASHINGTON stated that Sangre Ridge, Westwood and Highland Park are at capacity and that Will Rogers and Skyline both have some space still available for classroom use. She said that the district will possibly need to look at some minor redistricting for the 2016-17 school year. Space issues for this year are already being addressed.

E. Discussion, Consideration, and Vote to Cancel the Implementation of the SY2016-17 Grade Reconfiguration for Grades PreK-4, 5/6, 7/8, and 9-12

TERRY MCCARTY stated that as reported above the Long Range Facilities Planning Committee met and voted to recommend to the Board of Education to cancel the planned grade reconfiguration for Grades PreK-4, 5/6, 7/8, and 9-12. The reason is that the high school is not equipped to handle the classroom load that would come with the addition of the 9th grade class.

KEVIN CLARK stated that grade reconfiguration needs to be driven academically, first and foremost. The facilities plan then needs to accommodate the academic plan.

DEBBIE VINCENT stated that she would prefer not to cancel the grade reconfiguration as it stands; but to only delay implementation to the appropriate time.

Dr. McCarty stated that the Long Range Facilities Committee did not want to abandon the grade reconfiguration, but to solve the facilities issue prior to implementation.

Motion by DEYONG, second by CLARK, to cancel the grade reconfiguration implementation, as stated in the agenda item. But because the wording in the agenda item was not clear in its meaning, both the motion and second were withdrawn. There was no action taken on this agenda item.

F. Consider and Vote to Approve Work Order Agreement #24 Between Selser Schaefer Architects and Stillwater Public Schools to Develop District Educational Facilities Analysis (Master Facilities Plan)

TERRY MCCARTY stated the purpose of Work Order Agreement No. 24 is to gain an assessment of the Stillwater Public School District educational facilities which includes all ten instructional

sites and the agriculture education facility, resulting in the development of a five-year plan for Stillwater Public Schools. The architectural services for Phase 100 Analysis and Report will be \$85,225 plus reimbursable expenses estimated to be approximately \$7,500. The architect will facilitate a walk-through of each facility with district administration, faculty, and maintenance personnel to determine current and future needs. The architect's consultants retained for their services are as follows:

- Civil Engineer: Wallace Engineering, Tulsa, Oklahoma
- Structural Engineer: Wallace Engineering, Tulsa, Oklahoma
- MEP Engineer: Phillips and Bacon Engineering, Tulsa, Oklahoma
- Cost Estimating: Cooper Construction Estimating, St. Louis, Missouri

The completion date for the District Educational Facility Analysis and Report is January 2016.

Motion by GUDGEL, second by CLARK, to approve Work Order Agreement #24 between Selser Schaefer Architects and Stillwater Public Schools to develop a District Educational Facilities Analysis. The motion carried (4 – 0) with the following votes: Gudgel – yes, Clark – yes, DeYong – yes, Vincent – yes.

G. Consider and Vote to Approve Work Order Agreement #25 Between Selser Schaefer Architects and Stillwater Public Schools to Develop Westwood Elementary School Programming and Concept Design

TERRY MCCARTY stated the purpose of Project Work Order No. 25 is for Selser Schaefer Architects to provide programming and conceptual design for a new elementary school for approximately 600 children in the Westwood district. The services include:

- Programming: The architect will facilitate a series of programming workshops with school administration, faculty, and parents to establish the goals, space requirements, space size and adjacencies, and quality level for the new school.
- Site Evaluation and Planning: Analyze selected site designated by Stillwater Schools to determine suitability of site for new elementary school.
- Concept Design: The architect shall provide three separate and distinctive design concept schemes.

The architect's consultants retained under services are:

- Civil Engineer: Wallace Engineering, Tulsa, Oklahoma
- Cost Estimating: Cooper Construction Estimating, St. Louis, Missouri

The fees for these services are \$12,000 for Phase 100 Programming, and \$65,500 for Phase 101 Concept Design and reimbursable expenses estimated at approximately \$5,000. Any work beyond Programming and Concept Design is based on passage of the bond referendum planned for February 2017.

Motion by VINCENT, second by CLARK, to approve Work Order Agreement #25 between Selser Schaefer Architects and Stillwater Public Schools to develop a Westwood Elementary School Programming and Concept Design. The motion carried (4 – 0) with the following votes: Vincent – yes, Clark – yes, DeYong – yes, Gudgel – yes.

7. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer's Report

The Treasurer's Report for June 30, 2015 indicates monthly revenues of \$2,633,879.36 and monthly expenditures of \$2,721,324.84. General Fund monthly interest earnings is \$3,068.57 and Bond Fund monthly earnings is \$869.03.

Motion by CLARK, second by DEYONG, to approve the June 30, 2015 Treasurer's Report as presented. The motion carried (4 – 0) with the following votes: Clark – yes, DeYong – yes, Vincent – yes, Gudgel – yes. A copy of the Treasurer's Report is attached to and made a part of these minutes.

B. Consider and Vote to Approve Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

2014-2015	General Fund Encumbrances #1224-1231 totaling \$14,519.90
2014-2015	Child Nutrition Fund Encumbrances #108-124 totaling \$786.55
2014-2015	Bond Fund 39 Encumbrances #415-445 totaling \$658,245.97
2015-2016	General Fund Encumbrances #1-258 totaling \$4,191,429.76
2015-2016	Building Fund Encumbrances #1-7 totaling \$551,203.12
2015-2016	Child Nutrition Fund Encumbrances #1-38 totaling \$2,623,237.10
2015-2016	Bond Fund 39 Encumbrances #1-126 totaling \$1,537,421.35

Motion by CLARK, second by VINCENT, to approve the Encumbrances and Accounts Payable as listed. The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

C. Consider and Vote to Approve Change Orders (approval of encumbrance numbers as listed):

2014-2015	General Fund Encumbrances #75, 205, 404, 434, 920, 940, 1094, 1125
2014-2015	Building Fund Encumbrances #3
2014-2015	Bond Fund 39 Encumbrances #39

Motion by CLARK, second by DEYONG, to approve the Change Orders as listed. The motion carried (4 – 0) with the following votes: Clark – yes, DeYong – yes, Vincent – yes, Gudgel – yes.

D. Receive Bond Expenditures and Revenue Update

The bond expenditures monthly report for June 2015 provides an overview of the \$61,500,000 General Obligation Bond Issue approved on February 8, 2011. Warrants issued for the \$61,500,000 bond issue (current proceeds of \$41,750,000) shows total expenditures of \$37,208,640.11, and total funds remaining of \$5,004,738.19. A copy of the report is included in the minutes file.

8. OTHER REPORTS/RECOMMENDATIONS

A. Receive Comprehensive Wellness Results for 2015 Employee Health Screening

MICHAEL SHANAHAN provided a report of the findings for the free full service health screenings provided to SPS employees by Total Wellness. The health screening is designed to improve employee awareness of their health. Each health assessment is reviewed by an Oklahoma board-certified provider. The health screenings include a 1) Preventive Wellness Check for blood pressure, body fat and physical exam and consultation; 2) Blood work for cholesterol, glucose, and CMP; 3) PSA testing for males +50 years; and 4) Vaccines for flu, pneumonia, and pertussis.

This is an opportunity provided by Health Choice insurance provider.

B. Receive First Reading of New or Revised SPS Policies:

- **CN** **School Transportation**
- **CO** **Child Nutrition Program**
- **COA** **School Wellness Policy**
- **COA-R1** **Nutrition Guidelines/Standards**
- **COA-R2** **Nutrition Education**
- **COB** **Food Procurement**
- **COC** **Meal Payments for Students and Adults**
- **DA** **Harassment of Employees and Other Individuals who are not Students**
- **DA-R1** **Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination, Harassment and Retaliation (New)**
- **DA-E** **Alleged Bullying/Harassment Report Form**
- **DAA** **Nondiscrimination**
- **DDC** **Employee Resignations**
- **EB** **School Calendar**
- **EHBB** **Gifted Child Educational Program**
- **EMG** **Animals in School**
- **EMG-E1** **Notification of Use of a Service Animal (New)**
- **FD** **Student Residency**
- **FDA** **Enrollment Requirements**

- **FE** **Open Transfer, Transfers and Assignments**
- **FEA** **SPS In-District Transfers**

The policies listed above have been edited and are being presented for a first reading. Policies DA-R1 and EMG-E1 are new to the district. They will be presented for a second reading and approval at the next meeting. KEVIN CLARK will be making edits to the Transportation Policy CN prior to a second reading. Board members are asked to submit requested changes prior to the second reading in August.

C. Consider Approval of New or Revised SPS Policy Guidelines:

- **CN-E1** **SPS Transportation Contract (Guidelines)**
- **CN-R1** **Requirements to Drive a Stillwater Public School Vehicle (New)**
- **DMB-R1** **Professional Growth and Development**
- **FFAC-E4** **SPS Student Health Information Form**
- **FFACA-E1** **SPS Medical Authorization Form**

The policies listed above have been updated in accordance with Oklahoma law and/or current practices of the district. Policy CN-R1 is new to the district. Policy guidelines may be approved at the board meeting in which they are presented.

Motion by CLARK, second by VINCENT, to approve revisions to policies CN-E1, DMB-R1, FFAC-E4, FFACA-E1 and new policy CN-R1. The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

D. Consider Approval to Delete the Following School District Policies:

- **EIA-E3** **Reading Deficiency, Parent Notification**
- **FEA-EA** **Application for Transfer within SPS**

The district administration is recommending that the policies listed above be officially deleted as school district policies.

Motion by CLARK, second by VINCENT, to approve the deletion of policies EIA-E3 and FEA-E from the SPS Policies and Procedures. The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

9. ADJOURNMENT

A. Vote to Adjourn

Motion by CLARK, second by DEYONG, to adjourn at 8:14 p.m. The motion carried (4 – 0) with the following votes: Clark – yes, DeYong – yes, Vincent – yes, Gudgel – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

Eric Gudgel, President

Annette Jones, Minutes Clerk

I, the undersigned Clerk of the Stillwater Board of Education, District I-16, of Payne County, Oklahoma, certify that prior to December 15 of the last calendar year, the date, time, and place of the regular meetings were filed in the office of the County Clerk of Payne County, Oklahoma.

I also certify that at least 24 hours prior to this meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, place, and agenda of this meeting was posted in prominent public view at the Stillwater Public Schools Administration Building, 314 S. Lewis, and on the school district’s website located at www.stillwaterschools.com (posted July 20, 2015 at 10:00 a.m.).

Witness my hand and seal of the Stillwater School District on July 21, 2015.

STILLWATER BOARD OF EDUCATION

(SEAL)

Annette Jones, Clerk

These minutes were officially approved by the Stillwater Board of Education on _____.

Annette Jones, Clerk
Stillwater Board of Education